

**STATE OF WISCONSIN
STATE ACCOUNTING MANUAL**

SECTION:	VII Project Accounting	EFFECTIVE DATE:	November 22, 1999
SUB-SECTION:	3 - Establish New Capital Project	REVISION DATE:	November 11, 1999
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ESTABLISH NEW CAPITAL PROJECT

State capital projects will be set up in WiSMART using a Project Master (PJ) transaction. WiSMART will not accept any transactions referencing a project until a PJ transaction has been accepted to establish the project budget. Final approval of all PJ transactions will be by the Department of Administration (DOA), State Controller's Office (SCO). The PJ transaction will update the information in the following tables:

AGPR	Agency Project Table
ENPR	Entity Wide Project Table
PRBL	Project Budget Line Table
PFYT	Project Fiscal Year Table

1. (Agency) New project requests are presented to the State Building Commission for approval. Small project requests are sent to the State Division of Facilities Development (DFD) project manager through DFD's WisBuild system.
2. (DFD) Building Commission minutes are reviewed, project managers review agency small project requests. Project numbers are assigned to new projects.
3. (SCO) The Capital Accounting Unit in the State Controller's Office enters all PJ transactions. The document number will be entered in the data entry startup screen as PJ 866 DFD#.

The PJ header information is completed as follows:

ACTION	E
PJ DATE	Current date in MMDDYY format.
AGENCY	State agency for project.
PROJ	Project number assigned by DFD.
PROJECT STATUS	A (active)
PROJ MANAGER	Last name of DFD project manager or Non-standard if none.
START DATE	Beginning date of the project in MMDDYY format.
END DATE	Last date possible in WiSMART.
PROJ FISC YEAR	Fiscal year of the transaction in YY format.
DESCRIPTION	Name of the project.
PROJ FY START	First calendar month of the Fiscal Year associated with the project in MM format. If the project fiscal year starts in July (same as State Fiscal Year) you would enter 07.
ENTITY-WIDE PROJ NO.	SCO maintains a list of entity wide (formerly Government Wide numbers). This number is used primarily for grouping projects in reports.
REVENUE BUDGET IND:	Project Revenue budgeting is not currently used by Capital Accounting. This will always be set to "N."
FHWA APPR CODE	Not applicable and should be left blank.

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FED ROUTE/SEC: FHWA PROJECT NUMBER: P/G/N IND	Not applicable and should be left blank. Not applicable and should be left blank. Left blank. This field is used for reporting and will be updated per instructions from the DOA Capital Finance Office.
BOND FUNDED AMT	Enter both dollars and cents for all funding from appropriations not beginning in "A", "B" or "Q." (Optional if one of other three sources is coded.)
FED AMT GOVT AMT	Left blank. Currently not being used. Dollars and cents for all funding from appropriations beginning with "A", "B" or "Q." (Optional if one of other three sources is coded.)
OTHER AMT I/D	Left blank. Currently not being used. Optional, but will default to I if left blank. For new projects this should always be I for Increase.
PCT	Left blank.
TOTAL PROJ BUD AMT	Sum of all the budget amounts, both dollars and cents. This total must equal the sum of the detail amounts indicated above.

The PJ Document Detail Lines are completed:

SUBPROJ	Required. Each project must have at least one sub-project. Enter the alphanumeric code assigned to the fund 490 or 495 appropriation.
PHASE	Required. Each project must have at least one phase. Enter the appropriation phase from the PRPH table (allotment line).
STATUS	Required. Either O for Open or C for Closed . Status of C will prevent transactions to post to this budget line.
P/NP FUNDS EDIT	P Y , for "yes." WiSMART will verify that budgeted funds are available when transactions are processed against this project budget line.
CE PHASE PCT AUTH DATE	Left blank. Date when transactions may be posted against this budget line in MMDDYY format.
AGRMT DATE BUDGET AMT	Left blank. Amount in dollars and cents for this budget line. The sum of the budget amounts must equal the total project budget in the PJ header.
I/D	I for Increase .

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APPR UNIT The appropriation unit in fund 490 or 495 to be used with this budget line. WiSMART will validate the appropriation unit against the APPR table.

JOB NUMBER Left blank.

DESCRIPTION Optional. Brief description of the funding for this budget line.

Transaction is quick edited and approved by Capital Accounting.

4. (Agency) Copy of PJ transaction is received from SCO.
5. (Agency) Agency contacts SCO with any special account coding (Organization, Sub-organization, and Activity) for the new project.